

Create your own wiki with Wikispaces (Create a new wiki)

Teachers get free wikis with Wikispaces. To create a wiki as an educator, go to

<http://www.wikispaces.com/site/for/teachers>

The screenshot shows the 'Create Your Free K-12 Wiki' form. It has a title bar at the top. Below it, there's a 'Wiki Name' field with a placeholder '.wikispaces.com' and a note 'Choose a name between 3 and 32 characters long.' A red arrow points from the text box on the right to this field. Under 'Wiki Permissions', there are three radio button options: 'Public (free)' (selected), 'Protected (free)', and 'Private (free for educators otherwise \$5/month)'. A red circle is drawn around the 'Protected (free)' option, with a red arrow pointing from the text box on the right to it. Below this, there's an 'Educational Use' section with a checkbox and the text 'I certify this wiki will be used for K-12 education. We may contact you via email to verify use.' A red arrow points from the text 'Next, tick the box to declare that the wiki is for Educational use.' to this checkbox. At the bottom right is a 'Create' button. A red arrow points from the text 'The click Create.' to this button. A black arrow points from the text box on the right to the 'Private' option.

Write the name of your wiki in the empty box. It may contain only letters, numbers and hyphens. It must be between 3 and 32 characters long.

In most cases, you will choose to make your wiki protected, as others can then see your wiki pages, but not edit it. They will have to ask your permission to join your wiki (or you can send/email them invitations to join) before they can edit pages.

If you choose Private for your wiki, it means that nobody can view the wiki pages unless they are members of the wiki. This is a good option for class wikis where more confidential material will be posted, e.g. student photos.

Next, tick the box to declare that the wiki is for Educational use.

The click Create.

If this is the first time you ever make a wiki with wikispaces, you will also be asked to choose a username and password.

This username and password will be what you use to log

Into **any wikispaces wiki** in the future.

Next time you log into any of your wikispaces wikis, all the wikis you created or are a member of, will be shown to you at the top right hand corner of the page, when you click on **My Wikis**.

You can find out more about wikis in Education and Wikispaces by:

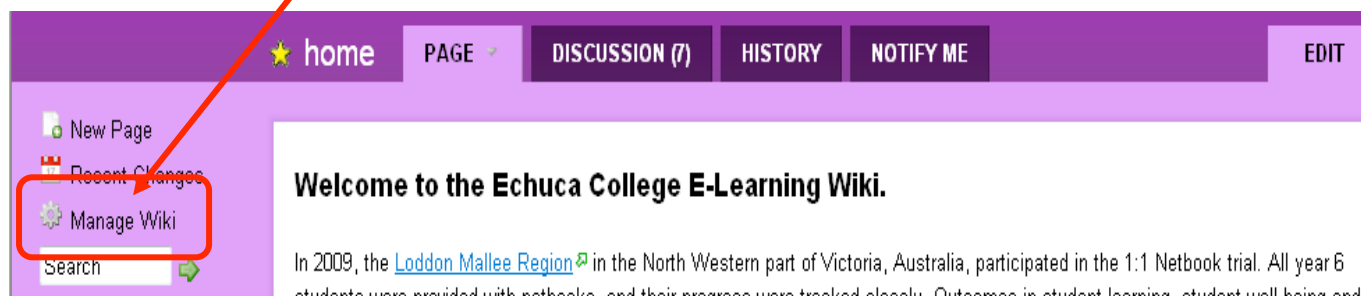
- Taking a Brief tour of Wikispaces here <http://www.wikispaces.com/site/tour>
- Look at some ideas for wikis in education here <http://www.teachersfirst.com/content/wiki/>
- More ideas and examples of Educational wikis <http://educationalwikis.wikispaces.com/>
- Teachers' help page for Wikispaces wikis <http://www.wikispaces.com/help+teachers>

Editing the look and feel of your wiki

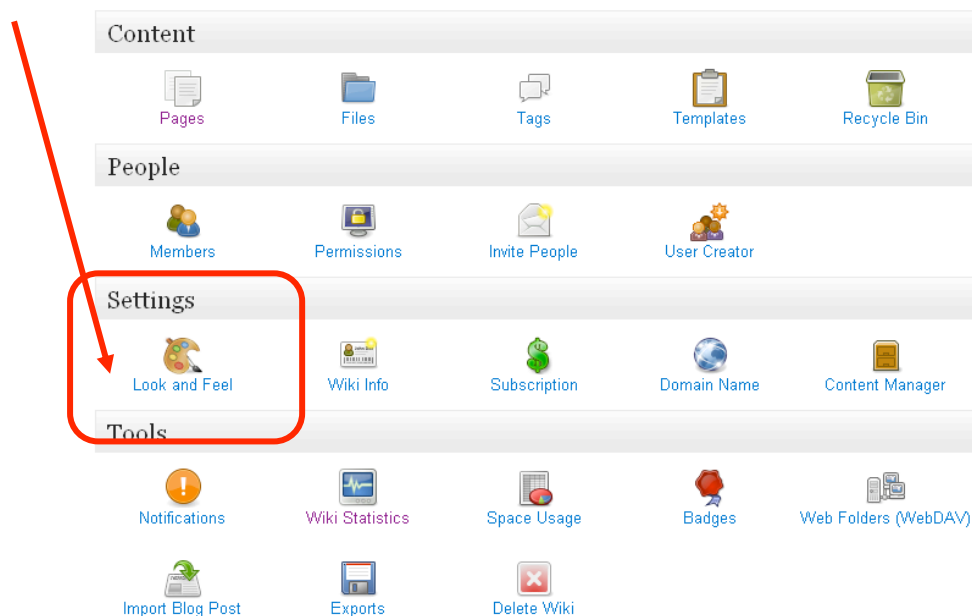
When you have created your wiki, you can edit the way it looks.

Make sure you have logged into your wiki (choose Log In at the top right hand side of the wiki. Enter the Username and Password you chose when you created the wiki or joined your first Wikispaces wiki. Note: You will use the same username and password to log into any Wikispaces wiki.)

Go to Manage Wiki on the left hand side (towards the top) of the wiki.



On the page that opens, look for **Settings**. Click on the icon that says **Look and Feel**, to be taken to options of changing the template, the colour schemes, and upload a Logo for your wiki. NOTE: When you upload a Logo, it will appear on the top left hand side of your wiki. Your Logo must be a small image, large images will not be suitable.

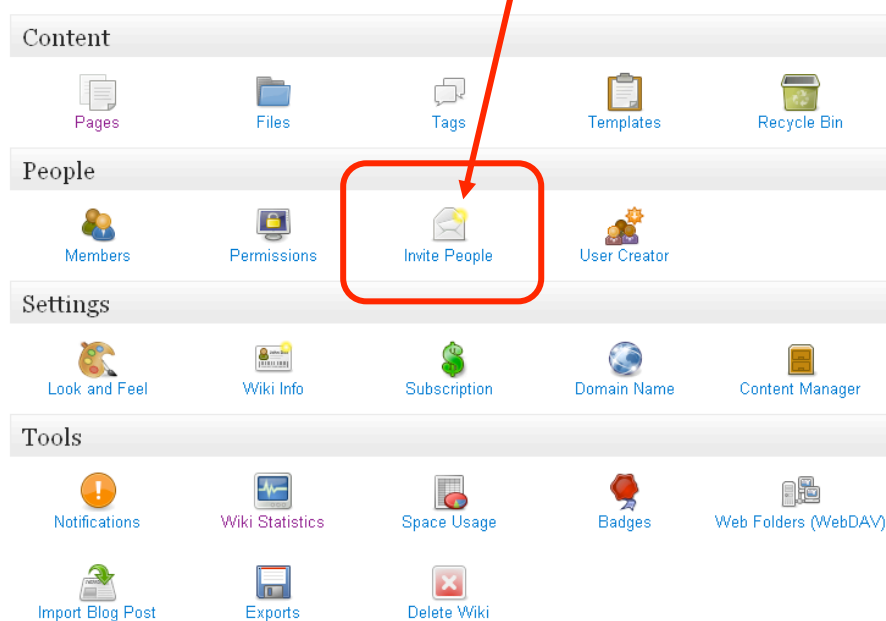


Managing people that can edit/join your wiki

You can invite people to join your wiki so they can also edit pages, make comments or make and edit their own pages on the wiki. This allows for online collaboration.

On the main page, choose Manage Wiki on the left hand side towards the top of the wiki, as mentioned above

A page will open, choose People, Invite People. You can enter the email addresses of people you would like to join the wiki.



Helpful Hints when you want Students to join your wiki

If you want to invite students to join your wiki, you will need their email addresses. There are a few ways you can get e-mail addresses for students:

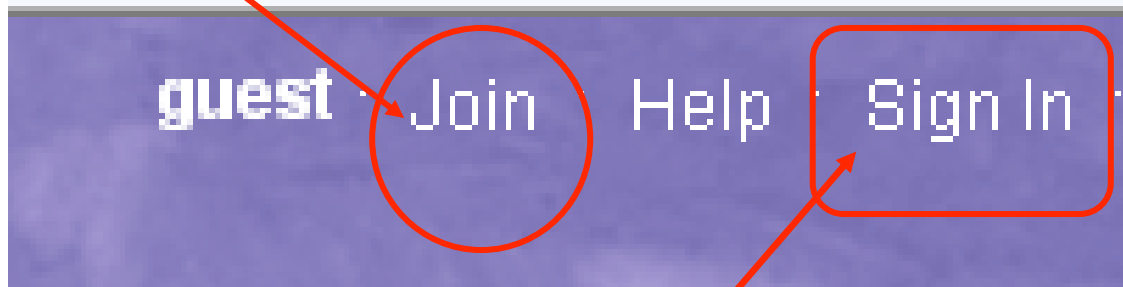
- Find out how you can add students to be users of your wiki without actually having e-mail addresses, by using the User Creator option instead of the Invite People option. Full instructions here:
[http://www.wikispaces.com/help+teachers#Help for K-12 Teachers-5. Is there an easy way to create accounts for all of my students?](http://www.wikispaces.com/help+teachers#Help+for+K-12+Teachers-5.+Is+there+an+easy+way+to+create+accounts+for+all+of+my+students?)
- Create student e-mail addresses using G-Mail (instructions here
<http://theedublogger.com/2008/07/24/creating-student-accounts-using-one-gmail-account/>)

Wikispaces: How to access/join and edit an existing wiki

Go to the wiki you want to join.

Look at the top right hand corner of the wiki page.

Hit **Join** if you have not yet joined the wiki. Fill in your details like your name, username and password (choose any password you can remember for your wikispaces account.)



Once you have joined, you will be able to

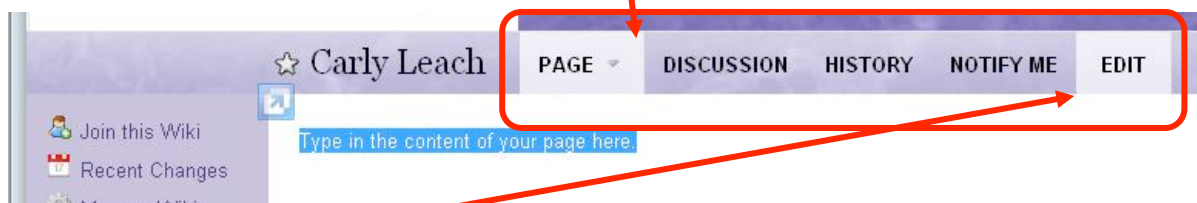
sign in.

Once signed in, you can edit the pages. Look at the left hand side of the wiki page, you will see all the pages on the wiki. Click on a page to open it. You will now be able to edit this wiki page.

The first time a wiki page is opened, e.g. when you create a new page for the wiki, you will be taken to your empty page that says something like "Type in the content of your page here."

Look at the tabs on the top of that empty page. The page will have the tabs

PAGE, DISCUSSION, HISTORY, NOTIFY ME, EDIT



Click **EDIT**. You will see the page change so the area that says "Type in the content of your page here" becomes an Editable Region where you can add text, upload photos or documents or PDF's or movies or PowerPoints or Spreadsheets, etc. Now you can change your page the way you want to.

When you are finished with the editing of your page, hit **SAVE**. (There will be a SAVE button at top and bottom of the Editable region you have been editing.) Your changes are saved.

Summary: Join wiki, Log in to wiki, Go to page you want to change, EDIT, make changes, SAVE.

Wiki Pages

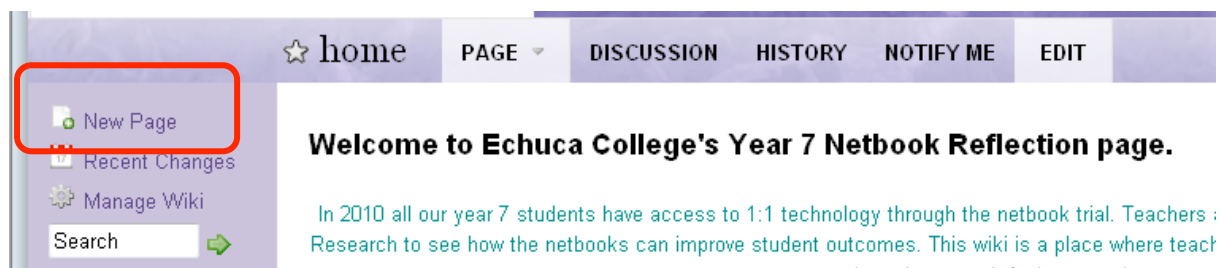
Once you have joined a wiki, you need to sign in to the wiki every time you want to edit the wiki.

Once signed in, you can either create New Pages, or Edit existing pages.

1. Create New Wiki Pages

Sign in to the wiki.

Look to the left hand side (towards the top) of the wiki page. You will see a link named “New Page”



Clicking on the New Page link will create a blank page. You will be asked to Name the page. Type in the name of the page in the empty box. Do not worry about adding Tags at the moment.

Click Create.

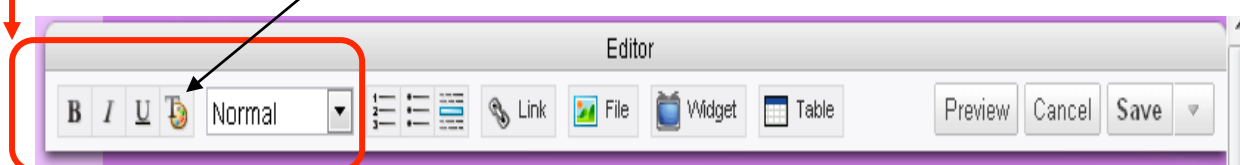
You will be taken to an empty page where you can type your words, add pictures etc.

When you have finished editing your page, hit SAVE. Your New Page will appear on the left hand side of the wiki so anybody can click on it and open it. Only wiki members will be able to edit it.

2. Editing Wiki Pages: Adding Text to a page

Sign into the wiki, then click on the page you want to edit (in the left hand sidebar of the wiki) to open it.

To type text, just click on the open space on the page you are editing, and type as you would with a normal Word document. If you want to make the text Bold or Italic, or change the font or the colour of the text, just highlight the text and look at the top of the page where it has symbols for Bold, Italic, Underline, the Font size (there is a drop down arrow with the different sizes, where the Heading 1 is the biggest size and Heading 5 is the smaller size, the other Headings are inbetween these sizes). You can also change the Font type by clicking on the T icon, then choose the type of font you want. (Clicking the T icon will allow you to change the alignment, the colour of the font, etc.)



3. Editing Wiki Pages: Creating Links between pages or to other websites

You can create links to other pages on the wiki, or to external web pages.

3a. Creating internal wiki links (links to other pages on the wiki):

Open the page you would like to create the link to. Now copy the name of that page by highlighting the page name in the web browser, then holding down Ctrl and C at the same time (or right click, choose Copy).

Now go to the page where you would like the link to appear. Choose Edit, so the page can be edited. Now Write the words you would like to make the link from. Highlight the words, then choose the Link option at the top of the page.



Paste the name of the page in the Internal Link box. Save the link. You will be taken back to wiki page. You will see that the words you created the link from, has turned blue and is underlined, which shows that it links to another page/site.

Now Save the page as well.

Your highlighted words will now be a link to another page on your wiki.

3b. Creating external links (links to other web pages outside the wiki) Method 1:

Open the web page you would like to link to. Copy the name/address of that web page by highlighting the name of the page in the web browser, and then right click and choose Copy (or hit CTRL and C at the same time to copy the highlighted name).

Go to the wiki page where you would like the link to appear. Hit Edit so you can edit the page, type the words you would like the link to go from on the page. Highlight the words. Now go to the Link option at the top of the page. Choose the External Link option. Paste the name of the web page into the box where it asks for the link. Choose Save to save the link.

When you are back on your wiki page, the words you created the link from will be underlined and blue.

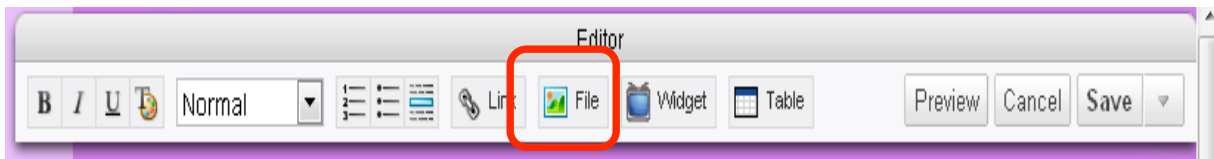
Remember to SAVE the page.

3c. External links Method 2:

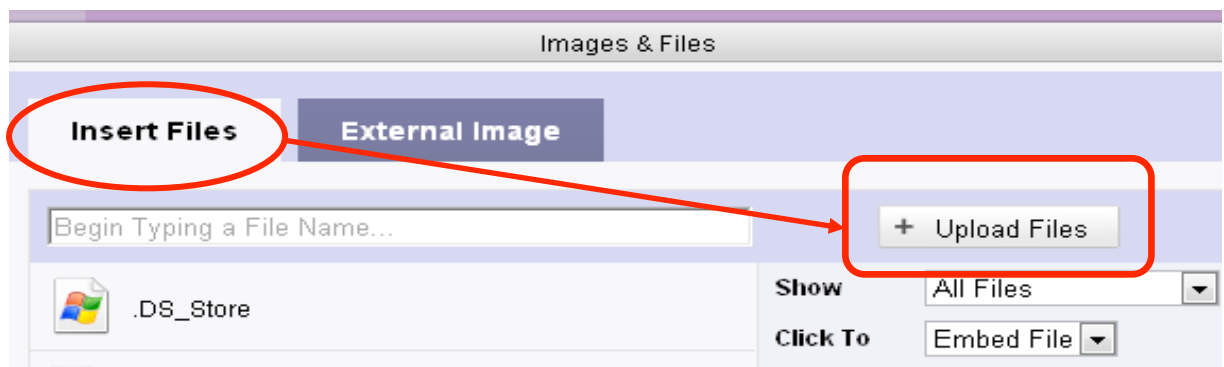
You could add any link to your wiki page by choosing to edit the page, then just paste the name of the webpage onto your wiki page. Hit the space bar to ensure the link you pasted becomes an underlined link. Save the page.

4. Editing wiki pages: Uploading Documents, PowerPoints, Movies

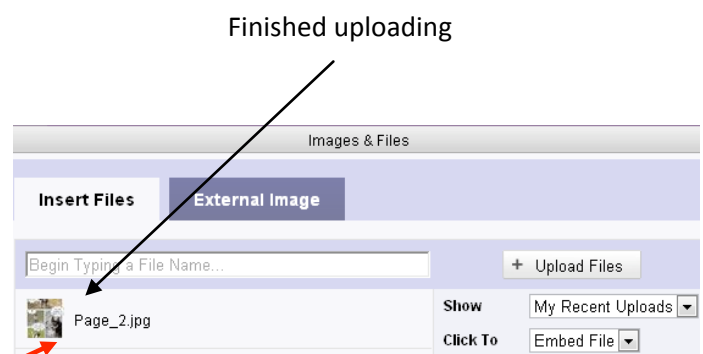
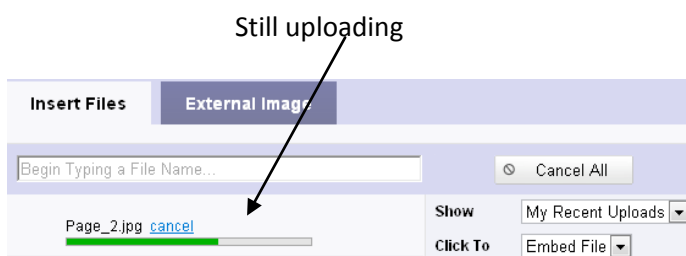
Open the wiki page you want to upload the document/PDF/PowerPoint/movie to. Choose to **EDIT** the page. Choose the **File** option at the top of the page.



In the Insert Files option, hit the button +Upload Files



You will be asked to Browse your computer for the document, photo, sound file, music clip, movie or PDF, spreadsheet etc. you want to upload. Find the file you wish to upload, and double click on it to upload to the wiki. Wait for the whole file to upload. You will see it is finished if an icon appears at the front of the file name, depicting what kind of document you upload.



Once finished uploading, **double click on the item** to insert the item into your wiki page.

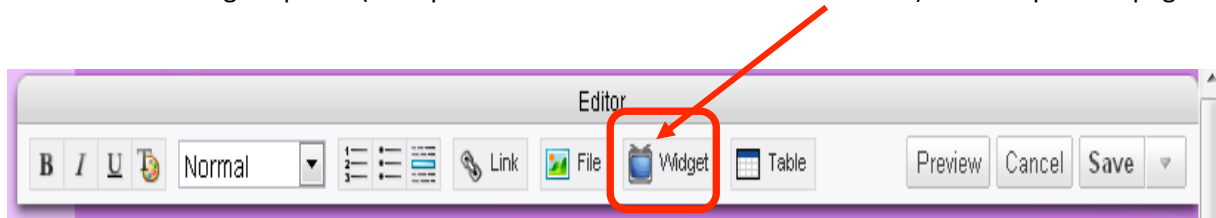
Pictures (Jpegs, Gifs, Bitmaps etc.) and movies will appear as an actual image on the wiki page, while PDF's, Word documents, PowerPoints and Spreadsheets will appear as a link on your wiki page which you will have to open to access the uploaded document. You can edit pictures in a very basic manner only, e.g. making them smaller or aligning them left, middle or right.

5. Embedding SlideShare presentations, YouTube Videos, or videos/presentations for which you can get the embedding code (HTML code)

Copy the HTML code of the item you want to embed, by highlighting the HTML code, right clicking and choosing Copy.

Go to the wiki page where you want to embed the item. Click Edit to open the wiki page for editing

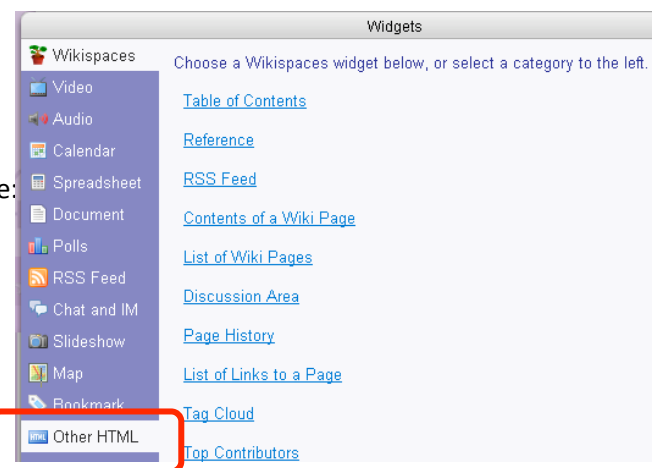
Choose the Widget option (the option that looks like an old Television set) at the top of the page.



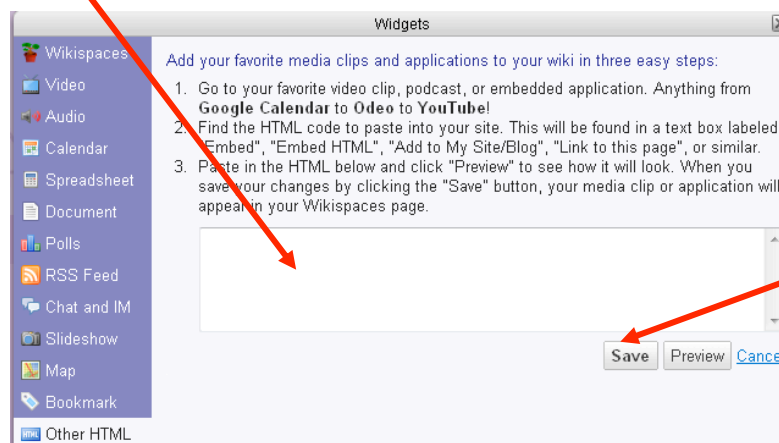
On the page that opens, choose the

Other HTML

option at the bottom of the links on the left hand side:



In the empty box, paste the HTML code of the video you want to embed in your wiki:



When you have pasted the HTML code into the empty box, hit **SAVE**.

Your embedded video or slideshow will show up in your wiki page as a grey box.

Finally, save the wiki page. Your embedded object will play in your wiki page.